

*The*  
*Dental Assistant*



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Number 7-

## **POINT OF VIEW**

You're only as good as your thinking  
And whatever you say or do,  
The factor that governs your living  
Is your personal point of view.

For deeds are but thoughts put in action,  
Whether of black or golden hue.  
And what tends to form your objectives,  
Depends on your point of view.

The good,—the bad,—the indifferent—  
As well as the false and the true,  
Become realities of large or small value  
Through your own point of view.

So let's clear up our mental perspective,  
Keep distortion from creeping through,  
Set an example for clear headed thinking,  
Keep a well balanced point of view.

And when they ring down the final curtain,  
What will be remembered and said of you  
During life's game,—is the way you have played it,  
Through your personal point of view.

FRED G. ROLLINS, D.M.D., F.A.C.D.  
(submitted by Beulah Nowell)

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## **DON'T QUIT**

When things go wrong, as they sometimes will,  
When the road you're trudging seems all up hill,  
When the funds are low and the debts are high,  
And you want to smile, but have to sigh.  
When care is pressing you down a bit,  
Rest, if you must, but don't you quit.

Life is queer with its twists and burns  
As everyone of us sometimes learns,  
And many a failure turns about,  
When he might have won had he stuck it out.  
So stick to the fight when you're hardest hit,  
It's when things seem worse that you must quit.



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## DUTIES OF A SECRETARY OF A DENTAL ASSISTANTS ASSOCIATION

By AUGUSTA N. TAYLOR, Fremont, Nebraska

Presented before the A.D.A.A., Oct. 25, 1938, St. Louis, Mo.

We have been asked to portray the Dental Assistant as a Secretary. As you are all aware, in our profession, the duties of a Secretary may be divided into two distinct classifications. First: The Secretary of a Dental Assistants Association and secondly: The Secretary in the individual dental office. While the routine duties of all secretaries are similar, yet details vary, so for that reason I shall try to give my conception of "The Duties of a Secretary of a Dental Assistants Association" and our co-assistant, Mildred Stevenson of Nebraska, will present "The Duties of a Secretary in the Dental Office." I shall endeavor to give the routine with which I conducted my office while Secretary of the Nebraska Dental Assistants Association. My ideas may be similar to the rules you use in conducting your secretary's office, yet if I may pass on a new idea or a more efficient way of handling our particular problems, then my aim will have been achieved.

In discussing the duties of a secretary of a dental assistants association, first, I am going to take up her duties as pertaining to her own local organization and second, I am going to take up her duties, as pertaining to her contacts with the American Dental Assistants Association. As Secretary of a dental assistants association, one of the first duties we would consider is the minutes she keeps of all official meetings. Since these are really the only official records of an association, it is of the utmost importance that these minutes be kept complete, correct and up to date. They should be read and corrected at each following official meeting. In Nebraska, and I think it is the same in most every organization, the Secretary is secretary of the Board of Directors and of course these minutes must also be diligently kept. A correct roster of members of the Association should be kept complete and up to date with the name, office

address, home address, and the name of the Doctor with whom the member is associated. Dues are collected by the Secretary, and I think it is most important that statements for dues be sent out at least thirty days before the beginning of the fiscal year, and if necessary second statements for dues should be sent. It simplifies the amount of work necessary at the registration desk, at the annual meeting, if we are able to collect most of the dues before the annual meeting. The dues of our local organization are then turned over to the Treasurer of our organization and she pays all of the bills which are accrued. In the paying of bills for an Association, the Secretary should make out a voucher for the amount of the account and to whom it is to be paid, sign it and send it to the President for her signature, who in turn signs it and sends it to the Treasurer and she pays the money out of the funds of the Association.

The Secretary of an association should see about the printing of the stationery, membership cards, applications for membership, and at the time of the annual meeting see that the ballots are properly printed and in order. In having stationery printed, she should see that it is on regular size sheets, eight by eleven, as that is the size that the paper should be for all correspondence with the officers of the American Dental Assistants Association. If your association has an official pin, you should order them from your jeweler, for the members when they desire them, but always make certain that the person for whom you are ordering the pin is a member and in good standing of your association. In Nebraska we use our official pin as the guard to our National pin. As Secretary of your affiliated association, you are the main contact that your association has with the officers of the American Dental Assistants' Association and especially with the General Secretary. If the work of

your office is carried on in an efficient manner, it will make it possible for the General Secretary to function more efficiently and with the least amount of effort. All of us who have had contacts with the office of the General Secretary, know that the job is a big one and we should do all that we can to lighten her responsibility.

First. I want to stress the fact that all correspondence with National Officers must be typewritten, double spaced, on sheets of paper, eight by eleven in size. The margin must be at least one inch from the side of the page. If the name of your association and the office you hold is not printed on the stationery, on the top of the page, you should type it with your address at the bottom of the page. The dues of the American Dental Assistants Association which you collect, along with the dues of your association, are sent directly to the General Secretary. If these dues are sent to the General Secretary by check, make your check payable to the American Dental Assistants Association and include a fee of ten cents for exchange. List the members for whom dues are enclosed, alphabetically, last name first, with their office and home address and the name of their employer. Number your memberships as they are paid; for instance, if you sent in dues for fifteen members, the next list that you send in should start with number sixteen. This is a time saver for both yourself and the General Secretary, as you can tell at a glance how many members have paid. You make eight copies of each membership list, sending six copies to the General Secretary, one copy to your District Trustee, keeping one for your files. If a member should change her address this same procedure is carried out. Upon receipt of the dues, the General Secretary will forward to you the membership cards, each one of which is in three divisions. Fill in the desired information (always typewritten) returning the top division to the General Secretary, keep the middle division in your association file, and send the lower division to the respective members. In the dues that are sent you by mail, it saves duplication of effort,

if you wait until you receive the National Membership card, before mailing the membership card of your own Association and mail them together. This should always be taken care of promptly. If a member loses her membership card, a duplicate card may be secured from the General Secretary for her.

You should order National pins for your members when they desire them, after first making sure the person desiring the pin is a member in good standing. The price of the pin is two dollars. Blanks for ordering these pins are secured from the General Secretary. These blanks come in duplicate form, fill them out properly and send to the General Secretary. She keeps one in her files and the other one she sends to the official jeweler, Spies Bros. In sending in material for our official Journal, "The Dental Assistant," be sure that your material reaches Elizabeth Hahn Fleisher, by the tenth of the month, preceding the month in which the magazine is issued. For instance any data to appear in the November-December issue must be in not later than October tenth. If you have any papers presented before your association that you feel are worthy of publication in the Dental Assistant, send copies of the paper to Mrs. Juliette A. Southard, Editor. Immediately following your annual election of officers, make eight copies of the names and addresses of your new officers, Board Members, Delegates and Alternates and Clinicians. Send six copies to the General Secretary, one copy to your District Trustee and retain one for your file. Being Dental Assistants and striving always to perfect that on which our organization was founded—*Education, Efficiency, Loyalty and Service*, let us not forget that our role as Secretary is most essential and demands as much attention as any other phase of our work. To that end may I leave the thought of Henry Ward Beecher, when he says, "all higher motives, ideals, conceptions and sentiments in a woman, are of no account, if they do not come forward, to strengthen her, for the better discharge of the duties which devolve upon her in the ordinary affairs of life."

## **SECRETARIAL DUTIES OF A DENTAL ASSISTANT**

By MILDRED STEVENSON, Lincoln, Nebraska

Presented before the A.D.A.A., St. Louis, Missouri, Oct. 25, 1938

To me, the secretarial duties of a Dental Assistant are the most important duties she performs. Regardless of how successful a dentist may be as an operator, without an accurate business record of his accounts and expenses, his efforts are, to a great extent wasted. In my opinion many dentists pay too little attention to the business side of their profession. That fact makes us as "secretarial assistants" indispensable to that profession. I have had very little experience with different sets of books and records. Several years ago I planned, set up and have kept up ever since, the same set of books for the Doctor with whom I am now associated. We have added to it from time to time and now feel that it is very complete in detail and certainly not at all complicated. There are a few secretarial duties which we will consider before going into the subject of Bookkeeping.

Answering the telephone is a subject in itself, far too lengthy to go into detail here. It is sufficient to say that you should at all times speak with a clear, distinct voice. Always be pleasant and never appear hurried. What could be worse than to call a dental office for an appointment and have the telephone answered by an irritable, unsympathetic secretary? Just as important, is the reception accorded a patient who comes to your office to make an appointment. Appointments are usually made by telephone or personal calls, and since it is true that first impressions are lasting, these must be above criticism. I keep an appointment book which is only an appointment book, for in it I enter only the names of the patients, business and residence addresses and telephone numbers, and it is essential to get his record in detail for every patient at the time of the first call. With each name I also jot down a notation as to the nature of their need, for I always endeavor to find out just what their need is, so I will know how much time to allow for each

appointment. In this appointment book I also keep track of the Doctor's appointments out of the office, such as civic club luncheons, committee meetings, dental meetings, etc. There is never an entry of fees or credits made in this book, for I sometimes find it convenient to let a patient glance at this book so they may be convinced that the time they want is really set aside for some other patient. From this appointment book the names are copied on the day sheet, which I keep by the year in a ledger. On these day sheets are entered after each appointment, patients' names, the services performed, the fee charged and the accounts collected for the day. At the end of the day, of the week, and of the month, the work and collections are totaled. This gives a very interesting set of figures for comparison over a period of years.

From this ledger these entries are transferred to the individual patients service and account record sheet. It is very important that these entries should be kept up daily, so if a patient appears at the office to settle an account, there need never be any hesitation in telling him his balance, for it is correct to date. From experience, I have found that patients service and account records are much easier to keep, if kept in a ledger on sheets rather than a card file system. I have two ledgers for open accounts, one for active and one for inactive accounts. I keep a separate sheet for each individual patient and enter on this sheet all work performed for that patient, and the fee charged. There has been transferred from the appointment book, to this sheet, the name, business and residence addresses and telephone numbers, and the name of the person by whom the patient was referred, also the name of the parent if the patient is a child, or any other person responsible for the payment of the account. As payments are made the balance is brought forward until it is collected in full, when

it is balanced and removed from the open account ledger. I find that in having two different ledgers it simplifies the matter of statements considerably, for it is a simple matter to go through the active ledger, sending itemized statements to the new accounts and balance statements to the other accounts. I believe it is good business to send statements to every open account every month. The inactive ledger accounts get rather a variety of reminders. To some I send a statement with a notation urging payment, to others I write letters, some I always call by phone, and there are a few I call on personally. I have never used form collection letters, for I feel that each case is individual and must be handled as such. Neither have I ever been in favor of using collection stickers on statements. I have found that being kind and considerate, with but few exceptions, is far more successful in collecting than being harsh and not attempting to understand their financial difficulties.

Perhaps in a larger city these methods would have to be changed, but in a smaller community, such as ours, where you work so closely with your patients and know many of their personal financial troubles, there is very little need for a professional collecting agency, if you keep constantly in touch with your open accounts. About the only accounts I turn in for collection are those who move out of town and which I am not successful in locating. Our city has a Credit Company which is a great aid to us in this matter. For the sum of \$22.50 per year, we receive a copy of the Blue Book. This book is published annually and has a very complete record of credit ratings. Each year, we cooperate, as do the 360 other firms who purchase this service, by rating all people who come to us. In our city of about 86,000 population there are 41,000 people rated with an average of 5.7 ratings per name. This firm also has a change of address service, which is brought up to date daily. We keep this book in our office and refer to it to check up on the credit rating of every person who presents himself to us for service. This information is invaluable when it comes to approaching the patient

on the subject of payment. This Credit Company also has a collection agency, which is affiliated with like firms in all principal cities, and it is to this agency I turn our accounts for collection. When an account is paid in full and removed from the active ledger, it is placed in a large folder, one of which is made for every patient or family of patients. In this same folder are filed all X-ray pictures, examination sheets, estimate sheets and contracts, and any correspondence we may have had with that patient. I find these folders very convenient, for when a patient is expected for an appointment, it is a very simple matter to go to one file and find all of the information on that one patient in one place, and remove and place in the operatory all of the material the Doctor will need for the appointment, such as X-rays and examination blank. Or, when an old patient calls for an appointment, it is a simple matter to look into their folder to refresh your memory as to the services previously performed for them in your office.

For practically every patient who comes to the office there is a complete mouth examination made, including X-rays, and an examination blank is filled out. On this sheet the work to be done is listed and an estimate of the cost of the work is made. After the Doctor has talked over with the patient the type and amount of work to be done, the assistant should, before the patient is dismissed from this appointment, make a definite arrangement with the patient as to the payment of the account. In order to prevent any misunderstanding over the collection of the account on the completion of the work, I then fill out, on a blank we have had printed for that purpose, a statement of the amount of work to be done, and the manner in which it is to be paid. I ask the patient to sign this contract and I also sign it. The original copy is given to the patient and the duplicate is put in his folder for our records. For every payment made, whether it be by check or cash, I write a receipt. This may seem rather unnecessary, for your patient that pays by check may say that his cancelled check is

receipt enough, but it does give one more entry by which your receipts can be balanced, and that should be done daily without fail. I also enter all receipts in a cash book which is kept in the safe with the cash on hand. When deposits are made the amount of the deposit must be deducted from the balance shown in the cash book. All deposits must be entered in the check book immediately and the check book must be balanced with the balance sheet from the bank on the first of every month. I believe that all office expense accounts should be paid by check, and a great deal can be saved, over a period of time, if they are paid on time to the firms who allow a discount for prompt payment. This cash book, your duplicate receipt book, and your day sheet ledger, will tally to the penny when totaled each week and month. Using this method there will never be the mistake of a patient not receiving proper credit.

The call list is certainly a very important duty of any secretary. It has proven most satisfactory in our office to use a card file for this. I have this file divided into twelve different sections, one for each month from January to December. For each patient I make a card with his name, address and telephone number. Each time this patient is seen for examination or prophylaxis the date of that appointment is entered on the card and it is filed ahead three, four or six months, according to the time the Doctor has suggested that the patient appear for his next appointment. Each month we either send cards or call the patients whose cards appear under that month, and also enter on that card the date of notification. Personally I prefer sending cards but some people would rather be called, so there is a notation on the card as to what course to follow in notifying them. Most patients who come to our office come because they have been referred by some patient or friend. It is always wise to find out who has sent them and make it a point to write to that person, thanking them for their confidence in referring this person to you for dental care. These too, should be personal notes, not form cards. An alert secretary will watch the death notices which appear in

their local newspapers, and send a card or a personal note of condolence to the families in their practice who lose members or close friends. There is also a certain amount of correspondence, business, professional, personal and fraternal, which is the duty of the secretary to take care of promptly. In this connection it is well for the assistant to aid the Doctor in selecting a good grade of white stationery with a plain attractive professional letterhead. In our office, we have a large number of children patients. For these children, I keep a "snap shot" book, and a birthday book and send remembrance cards to them on their birthdays. There are many offices in which this idea could not be used, but where it can be I think it is a fine one.

An accurate record should be kept by the day showing actual income and expense. I feel that the system I use is very complete and if kept as it should be, gives all the information necessary for any office. I have columns for the following entries: date, explanation, services, receipts, deposits, assistants, supply houses, (kept separately), miscellaneous supplies, laboratory, laundry, drugs, miscellaneous expenses (gas, lights, telephone, water, dental society dues, etc.), property and building invoice, property improvement, interest, taxes, insurance, equipment invoice, new equipment, charity and personal records under which I have columns for savings, insurance and personal expense. The number of columns and titles will, of course, differ with each office. At the end of each month you have a complete record which tallies with your check book. At the end of the year when your depreciation is figured, all that is necessary in order to compute the income tax is to copy your last set of figures for that year. On the subject of taxes there is also the social security tax to be figured and paid. There are probably many secretarial duties I have not covered, for in other offices there would arise some duties with which I am not familiar. There are probably many systems just as complete as mine. The main point that I want to stress is, regardless of the system you use, make it complete and keep it up to date and accurate.

1246 Washington St.

## A MEMBER'S OBLIGATIONS TO HER ORGANIZATIONS

By AILEEN M. FERGUSON, Mass. D.A. Assn.

Read before the A.D.A. Assn., St. Louis, Mo., Oct. 25th, 1938

No one likes to be reminded of an obligation. It brings to the mind images of tiresome tasks whose performance is often irksome. Let us first put away these thoughts, and consider the number and benefits we receive from membership in our dental assistant societies. These organizations have advanced our profession, elevated our standards, provided clinics and educational courses, and created fellowship among our members. They have brought respect and recognition to our calling. If we are to retain all these benefits of an organized profession, we must do something to make them secure. There are many obligations which we must fulfill. Even the most primitive forms of society were based on obedience to law, cooperation and contribution. Hence, any appraisal of our duty must deal with these factors. Obey the laws of your society. Do not allow your personal approval or disapproval of these laws to interfere with their functioning. It is well to remember that they were framed for the good of the greater number. For example, one of the unwritten laws of our Massachusetts society prohibits any discussion or comparison of salaries. Thus, any implication of trade unionism is avoided and our professional status preserved.

You owe a positive duty to attend meetings with reasonable regularity. To get the most out of your attendance you should have a working knowledge of Parliamentary Law, at least of the fundamentals. Refresh your mind now and then with a review of some authoritative text. If, as chairman of a committee, you are asked to bring in a report with recommendations, know how to accomplish the adoption of these recommendations. Every organization has a few members whose association with the society is parasitical in character. They contribute nothing in the way of constructive thought or action. When some pressing problem is before the

assembly for consideration, they fail to debate. They don't want to be on the wrong side. If a motion of major interest is before the house, give the matter some thought before speaking, but do take a definite stand and stick to it until you have seen your error or the motion has been defeated. It is very unlikely that all of the members of a society are going to be in complete accord over every issue that comes up. Friction will develop at times over various questions, but after a measure has been voted upon, let strife end there. Much has been written and said about generosity in defeat. Cultivate this quality sadly lacking in many members. The resulting "discipline of the mind and tongue" will add stature to your character.

How can we further the aims of the society? The answer lies in the progress that is made by each component organization. High standards of ethics, scientific programs of quality, educational courses, and a solidarity of purpose, are the building stones of progress for dental assistant societies. A high standard of ethics must be maintained by each individual member. The code of the American Dental Assistants Association then becomes the spiritual framework of all our association activities. If your contribution to your organization is limited by a lack of time or specific ability, do not fail to cooperate with generous gifts of the spirit. Be friendly. When, as a new member, you are introduced to the officers, they smile and express the hope that you will enjoy your membership, they are sometimes saying to themselves, "I must try to remember her name." You are echoing this thought. All dental assistants have trained their faculty for remembering names, yet it seems to become atrophied on certain occasions. If you do not get the name of the person introduced clearly in your mind, ask to have it repeated. Be patient with the efforts of our younger members to master

the details of organization. The mistakes they make are often unimportant and count for very little. Encourage them to strive for perfection with kind words of praise. Our secretaries write countless letters of appreciation. All of these consist of the few commonplace phrases that can be used to convey the gratitude of a group. Very often compliments from individual members, personally expressed, will mean fresh courage and a renewal of effort on the part of old members.

Program chairmen can ensure quality and vitally interesting programs by keeping abreast of the best dental literature and the social and medical questions of the day. Contact with such agencies as the state department of public health, the Red Cross, and community health centers will prove to be of assistance. Visiting other societies, not necessarily dental in character, will broaden your perspective and lend contrast and inspiration to the work of planning for your own group. Education is one of our major objectives as a national organization. Are you constantly absorbing as much knowledge of your profession as is available? Unless you can answer in the affirmative, you are failing in one of the most important obligations to yourself, your profession, and your society. Yourself, because by limiting your intellectual powers, you are limiting your possibilities to make a life for yourself. Don't spend your days making a living. Bring purpose and vision to your horizon. A great many dental assistants are employed by dentists who specialize more or less in three or four branches of dentistry. In consequence, the training of these young women handicaps their understanding of the whole picture of dentistry. Our educational courses are designed to mend such gaps in our knowledge. Last winter one of our societies held four courses, among which were a series of conferences. These latter were conducted by eight of our outstanding members on general problems common to every dental office. One young woman devoted twenty-three evenings during the winter to act as hostess at these classes. Our A.D.A.A. Trustee suggested that inquiry

be made into civil service and the examination requirements in our commonwealth, in order to plan for a course that would embrace the subjects of the examination. One member volunteered to take the examination. She passed the examination and made a transcript of the questions. These three examples of serving the society were spontaneous gestures of helpful action. Loyalty to the organization is evinced by the support given to the officers. They keep us informed on all pertinent questions of our professional welfare. They labor unceasingly to promote our ethical, social, and economic status. The force that an organization wields is strengthened by giving them your cooperation at all times.

If we are clear about our relationships with our fellow members, we can proceed in an intelligent fashion to recognize our duties to our organizations. Accomplishment will bring deep satisfaction. We shall come to feel that our societies have been an enduring influence in the progress of the dental profession.

709 Centre St., Jamaica Plain, Mass.

## FRIENDSHIP

"It makes me happy just to know  
I am a friend of thine  
And you, I'm sure are happy too,  
To be a friend of mine.  
For friendship is the golden bond  
That binds us close together,  
And keeps our life's blood flowing warm  
With love for one another."

## ONE STEP

"One step won't take you very far,  
You've got to keep on walking;  
One word don't tell folks who you are,  
You've got to keep on talking.  
One inch won't make you very tall,  
You've got to keep on growing,  
Your presence once won't win the prize,  
You've got to keep on going."

## DENTAL INSTRUMENTS AND THEIR CARE

By MARGARET HUNTLEY, Minneapolis, Minn.

Read before the Minneapolis D.H. & A. Assn., Nov. 1st, 1938

We hear much about the many and varied duties of the efficient dental assistant. Doubtless each of us could add another to such a list as one which is peculiar to the individual office. Other tasks however, are routine in any dental office and it is with one of these we are now concerned.

We are all aware that no workman can do good work with poor tools, nor with good tools which are in poor condition. If we are to assist our employers in turning out their best possible work, it is up to us to keep their tools in the best workable condition, and this part of our work is not of minor importance. To one new in the ways of dentistry, a first gaze at the interior of a dental cabinet is overwhelming. The task of learning the names of the strange looking knives, to say nothing of the forks and spoons, seems mountainous. There seems to be a mixture of equipment which might have been assembled from the kits of carpenters, masons, plasterers, physicians, and automobile mechanics. How to keep these separate and in place is a problem. When we were children at school and had to memorize a certain little poem, we were taught to do it a verse at a time. Since many dental instruments are in groups, sets or pairs, it simplifies matters to learn a set at a time. The arrangement of groups in the cabinet may well be left to the doctor. He doubtless has a reason for having a certain explorer in a certain place, and if he does it is up to his assistant to see that it is always there when needed. Hence the first thing is to learn what goes where and why. The doctor will be glad to help in separating them into sets, naming the various cutting instruments, pluggers, burnishers, etc. Since the angles are so varied and edges bevelled, a magnifying glass may not come amiss in making those edges plainer and helping to determine those for right or left approach. Dentists are recipients of many catalogs and sales sheets which viv-

idly picture various instruments. These may be helpful to the bewildered assistant and may be of use in learning the names of instruments. If she can see a picture of a mouth prop, for example, with its name beneath it and then locate its duplicate in her cabinet, she is quite apt to remember it later. If a cotton roll is to be held in place by a clamp on the lower left side, one for the lower right will not suffice, so it is important to learn just how an appliance is used.

The sterilization of instruments is an important part of the assistant's work. Methods are varied, but whether she uses heat or a cold solution, the results must be the same—*thorough sterilization calls for no carelessness*. If heat is used, the constant boiling causes a lime deposit to form which must be removed if the instrument is to present a clean appearance. We all know how much more attractive a kitchen is, if the pans are bright and shining and we should work for this same attractiveness in a dental office. To remove this lime we have numerous polishing pastes—whiting, silver polish, and many others are of use. A scouring powder mixed with vinegar has been found effective. A frequent boiling of a weak vinegar solution in the sterilizer helps to remove the lime. If a small ball of vaseline is placed in the sterilizer when forceps are boiled, it will help to keep them from rusting and also will lubricate the hinges. When these forceps become worn or rusted let us not delay in having them replated. This procedure is inexpensive and since it does not take much of either time or money it should not be postponed. When they come back shining and clean it is a satisfaction to patient, dentist, and assistant. Let us stop and think what a very large place in dentistry is held by the little gadget we know as a bur. It is an acquaintance of child and adult, rich and poor, and no way has been found to practice dentistry without it. Since it takes so much more time

to accomplish a task with a dull file than a sharp one, the sharper the bur the better friend he is to the patient and the operator. No bur can do thorough work if it is covered with a deposit such as amalgam or cement. After its use it should be well brushed to remove all debris. Some like a tooth brush which is very stiff for this purpose and then sterilize them; others boil burs in tincture of green soap which cleans them well. A small covered dish containing a solution of alcohol and glycerine is convenient to drop the burs into, should one wish to sterilize them separately from the other instruments.

It is a good policy to keep a supply of

extra mirrors on hand so that those becoming scratched and marred may be replaced at once. It is hard on the doctor's sight to try to see in a glass which is not clear. There are now preparations on the market which may be rubbed on the glass to prevent its becoming steamed by the patient's breath. The porcelain trays in the cabinet must be frequently washed and sterilized and when shining rows of sterile instruments are placed in them in readiness for use, we may well feel we have had a vital part in promoting good dentistry.

2 East Lake St.

"Make me too brave to be unkind,  
Make me too understanding to mind  
The little hurts companions give, and  
friends,  
The careless hurts that no one quite  
intends.  
Make me too thoughtful to hurt others  
so,  
Help me to know the inmost hearts of  
those for whom I care,  
Their secret wishes, all the loads they  
bear,

That I may add my courage to their own.  
May I make lonely folks feel less alone  
And happier ones a little happier, yet  
May I forget what ought to be forgotten,  
And recall, unfailing, all that ought to  
be recalled;  
Each kindly thing,  
Forgetting what might sting.  
To all upon my way, day after day  
Let me be joy, be hope. Let my life sing."

Mary Carolyn Davies.

## **AIM OF A.D.A.A.**

"To provide means to form enduring friendships, and to render efficient service and build better D.A.Assns. for better assistants.

## **A.D.A.A.**

"That which is good makes itself known."

"Man's nature runs to either herbs or weeds; therefore let him reasonably water the one and destroy the other."—(BACON)

## LOYALTY

By DOROTHY DENZER, Alton, Ill.

Presented before A.D.A.A. Oct. 25, 1938, St. Louis, Mo.

"Speak for yourself, John"—those immortal words spoken by Priscilla to the loyal John Alden, should strike a responsive chord in every modern dental assistant. "Speak for yourself," that cry has echoed and re-echoed throughout the ages, challenging men and women in every corner of the earth to assert themselves and move onward and upward. Every success story of either yesteryear or in today's headlines, has been woven about someone who struggled loose from the compact masses about him to answer that ringing cry. Your own resourceful dentist heard that call and prepared himself through a maze of study, experience, and heart-break, to place himself beside his chair, ready, willing, and able to relieve a towering human ailment, which for centuries has rendered helpless, the strongest of men. That call "Speak for yourself," is thundering throughout the known world in increasing volume, calling to the colors, the dental assistants of today. The loyal, keen, ever-present foundation upon which every dentist must rest a heavy corner of his complicated structure of good will, efficiency, service, and financial success.

The women of various other professions may well look upon the dental assistants with no little envy. Sparkling in a spotless uniform, with her own desk, a heavy responsibility, and a knowledge of dental sidelines which class her as a skilled worker, thinking keenly on each new problem which rises during the day, diplomatic, cheerful, quiet spoken, kind and gentle, this is the picture of today's dental assistant, who has received from her predecessors a priceless heritage of loyalty that she in turn is bound to elevate and

pass on to those who follow. There is a debt which every dental assistant owes her dentist beyond mere gratitude, and a secure, suitable, and interesting job. That debt is *Loyalty*—there's a tricky word, loyalty. Our friend Webster says "loyalty is being constant, duty bound, and faithful.

Too often however, the dental assistant places loyalty on a pedestal and complacently admires it, instead of taking it into her strong, active hands and wielding it as a practical, material tool of razor-edged sharpness for use in carving from her community, that chain of patients which must pass through the office portals, if her dentist and also she herself are to survive. She should at all times possess unswerving honesty, be true-blue, and see that her dentist's interests and welfare are her interests and welfare. Her lack of loyalty away from the office is often a stumbling-block in her dentist's success. If she is apparently doubtful of his work before others, ashamed to talk up his good points, or to encourage patients to see him, he is losing valuable assistance which he desperately needs to insure his future. His good work, charming manners, easy conversational ability may come to naught if his assistant is a slouchy, ill-natured, grumbling sort of person whose mind and thoughts are miles away from her work, and whose one idea is to get through the day. If by tireless effort the dental assistant improves her appearance, efficiency, salesmanship, methods, and mental attitude, the heritage of the glorious dental assistant of tomorrow can be summed up in one word—**LOYALTY**.

Alton Bank and Trust Bldg.

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"Life ain't in holding a good hand.  
But in playing a 'pore' hand well."

**SERVICE**

By DARLENE WUTHENOW, Alton, Ill.

Presented before A.D.A.A., Oct. 25, 1938, St. Louis, Mo.

Service, from the standpoint of the dental assistant, is one of the most important factors or qualities to consider. If a girl does not possess a willingness to serve, she cannot possibly become a successful assistant, even though she may have many other desirable characteristics. There is, or should be, deep satisfaction in being able to serve well. Just the thought of knowing one is being useful, or really serving to the best of her ability, should give her a feeling of happiness. I can think of no profession that offers a girl more opportunities to serve than dental assisting. The dental assistant serves first the doctor, or doctors, with whom she is associated. By observing and constantly endeavoring to make herself more efficient, is one of the many ways in which she may serve. Naturally the more efficient she becomes the better fitted she is to serve. It would make this paper too long to try to list in detail the many ways in which the assistant could be of service to her doctor. This too, I think, depends a great deal on the doctor. Many dentists do not give their assistants an opportunity to demonstrate their ability to serve. When an assistant is first employed, it would be a good plan for her to let the doctor know that she wants to serve him well, and that she expects him to tell her from time to time, as she becomes more familiar with office routine and procedure, the various ways in which she could serve him more efficiently.

The assistant also serves the public or the patients she attends each day. She must learn to have consideration, sym-

pathy, and a genuine love for humanity, because these feelings are essential to the assistant who wants to render the best of service to her doctor's patients. She must make a conscientious effort to treat everyone with kindness and tact, remembering always that these qualities, in addition to willingness and ability, are the prime requisites of a good dental assistant. She also serves the profession of dentistry by trying at all times to raise the morale and standard of the dental office, and by co-operating with other dental assistants in their efforts toward greater education and increased efficiency for all assistants.

In closing, I would like to quote from Dr. Charles Nelson Johnson. He paid this tribute to his assistant, "Miss Alice", who served him faithfully for so many years.

"There are some people who are superior to time. The years have no effect on them except to make them better, purer, broader-minded, and altogether more efficient. These people are most happy, and let me tell you that every individual has it in his power to secure this kind of happiness. It is all a matter of faithful service,—service to an employer, to employees, to patients, to clients, to one's family, to humanity. If every boy and girl could be taught this sublime lesson and live up to it, the world would be infinitely better. There would hardly be need for any other gospel. The gospel of loving service, of work, of devotion to duty, though the heavens fall, is the one to regenerate the world."

1610 Washington Ave.

## **THE SECOND CONFERENCE MEETING OF THE SOCIETIES OF THE TENTH DISTRICT OF THE A.D.A.A., MARCH 11-12, 1939**

By ELEANOR MARCOU, Detroit, Mich.

The Second Conference Meeting of the societies in the Tenth District, convened on Saturday, March 11, 1939, in Detroit, Michigan, at the Hotel Book-Cadillac. The program opened with an informal dinner, held in the Italian Gardens of the hotel, preceded by a reception in the foyer, giving the various members ample opportunity to become acquainted. Mary M. Connolly, Trustee of the Tenth District, presided as toastmistress. Chamber music was furnished by a girls' orchestra, of which Marie Raka, Detroit Assistant, is a member. Mr. Hal Sherman gave several very amusing readings. Mrs. Lucille Sherman, accompanied by Lois Dearing, sang several songs and the speakers of the evening were Dr. Pearl Christie-Dowling and Mrs. Belle Farley Murray. Dr. Dowling's talk was on "Glands Regulating Personality", and Mrs. Murray's subject was "Learn to Think Straight". Greetings were given by representatives of the societies represented.

The Sunday morning meeting began at 10:00 and was strictly educational. It was called to order by Mary Connolly and following the recitation of the "Pledge", was turned over to Eleanor Marcou, leader of the symposium. The following papers were read:—"The Value of Clinic Presentation", by Mildred Shook of Columbus, who was unable to be present, so Miss Montana McPherson, of Muskegon read the paper; "Necessary Knowledge of a Dental Assistant", presented by Dorothy Forster of the Miami Valley D.A.A.; "The Value of a Dental Assistants Organization to Dental Assistants in Suburban Districts", by Martha Cox of Cincinnati; "Loyalty", by Irene McNair, Windsor, Ontario; "Professional Ethics for the Dental Assistant", by Rose Quam, Oakland County D.A.A.; "Sincerity", by Thelma Briney, Detroit.

Mary Connolly then ably led a question box and discussion which brought out many helpful suggestions. Dr. Raymond Girardot, President of the Detroit District Dental Society, and Dr. A. J. Norman, sponsor of the Detroit D.A.A., entered at this point and gave a few words of greeting. The meeting was followed by a luncheon, honoring Helene Meyers, Treasurer of the A.D.A.A., and Mary Connolly, Trustee. Dr. Ruth Latham, General Superintendent and Chief Anaesthetist of the Alexander Blaine Hospital, Detroit, was the speaker on this occasion. Her subject was "Problems in Dental Anaesthesia".

The luncheon tables were decorated with colorful favors, and the usual toothpaste and brushes. Everyone was in the best spirit of good fellowship, and were old friends by this time. Door prizes, donated by members of the Detroit society, were then drawn for, much to the amusement and enjoyment of all. Representatives were present from Cincinnati, Cleveland and Miami-Valley, Ohio; Indiana State, Grand Rapids, Muskegon, Oakland County and Flint, Mich.; London and Windsor, Ontario.

2941 W. Six Mile Road.

(Lack of space in previous issues, has delayed this. Our apologies.—Editor.)

## "THE VALUE OF A DENTAL ASSISTANT'S ORGANIZATION TO DENTAL ASSISTANTS IN SUBURBAN DISTRICTS"

By MARTHA COX, Pres., Cincinnati D.A.A., Ohio

Presented before 10th District Conference, Detroit, Mich., March 12, 1939

Since I am associated with a dentist whose practice is located in a suburban town and I drive about twenty-five miles to attend our meetings, clinics, and class work, I feel that I would like to tell you just what our Dental Assistant's Organization has meant to me, and what it can mean to dental assistants in all suburban districts. However, it is very hard to know just where to start. My employer always attended his dental meetings; he was so enthusiastic and brought back such interesting reports of the speakers and the clinics, that I felt I would like to enjoy some of these advantages, but was too shy to inquire about the Dental Assistant's Association in Cincinnati, as I did not know any of the members. It was not until I attended the annual group clinics in Cincinnati with my employer, that some of the members of the Cincinnati Dental Assistant's Association contacted me, and told me of the many advantages I could enjoy by belonging to their organization. They really made me feel welcome and that I was missing a great deal by not taking advantage of this opportunity. I accepted their invitation to attend one of their meetings and their annual clinics, and immediately became interested, realizing what a great benefit the organization could be to me. I put in my application for membership at the next meeting, and needless to say I have never regretted it.

Now to give you some of the values of a Dental Assistant's Organization to assistants in suburban districts. We are helped both professionally and socially by the programs at our meetings, the clinics, and the class work, and by the contacts made with the members of our organization. We are made more conscious, at all times, of the necessity of self-improvement in personality, appearance and ability.

Through our clinics and our Dental Assistant's Journal, we realize the importance of carefully sterilizing all instruments, especially handpieces which are so often neglected; how to take X-rays, do laboratory technic, and many other helpful things. We are stimulated to put forth our best efforts to do better work for our employer dentist, and make the patients feel, that even though we work in a suburban office, the atmosphere can be as professional as in the city office. Through our association with other assistants we are able to exchange ideas and methods, thus helping us in our profession. It gives our employer dentist a greater interest in his work, when we take our time to attend the meetings, clinics, and the class work, and thus improve ourselves to be of better help to him in his work. Our cooperation and assistance are essential to the success of his practice. The more knowledge we receive, the more confidence and courage we have to make decisions, without always having to consult and interrupt him when he is engaged in the care of his patients.

From the various programs at our meetings, we learn many useful things, which help us in our daily routine at the office. We learn how to answer the phone properly, to take messages for the doctor and make appointments with the patients. We learn how to properly greet our patients when they enter the office, and take an individual interest in them when they enter the operating room by making them feel comfortable and at ease. We listen to the interesting reports given by the Dental Literature Committee, and realize the value of reading not only our "Dental Assistant" Journal but all of the dental publications. Reading the many articles helps us to keep up with the new experiments and experiences of others whose

interests are the same as ours. Our organization teaches us to always speak in an enthusiastic manner about dentistry and the service it contributes to the success, health, and happiness of mankind.

I feel that all dental assistants in suburban districts should take advantages of their nearest Dental Assistant's Association. If they do not, they are apt to get into a rut and become careless about their appearance and duties. If they were affil-

iated with an organization they would receive the broadening experiences gained by the various contacts, and be a part of the work of helping to make people dentally conscious, and thus have a place in the great cause for better health. Some of the important activities of the progressive assistant will come to her through her membership in a dental assistant's organization.

R.R. No. 1, Loveland, Ohio.

## "I DIDN'T WANT TO BE PRESIDENT"

By MARIE K. MCCOY, Ex-President, Los Angeles D. A. Assn., Calif.

The story is told of Frances Willard, when in a moment of indecision, she asked her mother's advice about accepting the presidency of the National W.C.T.U. Her mother's reply was, "My Child, enter every open door." Truly the door of opportunity opened for me, when I accepted the presidency of the Los Angeles Dental Assistants Association. I have often wondered what spiteful little imp hovers over us constantly saying, "You can't do it."—"Let someone else make the mistakes."—"Why be the goat?" With other kindred statements mumbled in your ear. One must have opportunity if leadership is to be attained, and the nature of one's leadership is set by the nature of the opportunity. On the other hand the nature of the opportunity determines the direction which the leader must take.

I did not want to be president but I am so glad that I did not shut out of my life the cultural opportunities, the social opportunities, and the opportunities for training which have been mine. In a game of football, a new player is sent into the game to take the place of the injured one. In the game of life, one is placed in a key position, not because of injuries received in former battles, but because of the way the player emerged victorious. In the game of football 'tacklers' are blocked and the players start down the field. In the life of an association, the president runs faster than he has ever run before and he runs across his goal. In football, it is called a touchdown. In life it is just one step forward toward the winning of the game.

My opportunity to be president came unexpectedly. Many persons are so intent on solving a problem that they are surprised when the spot light is turned upon them. Opportunity is frequently present, but not recognized until some one snatches the veil off the old Dame, and there we are!! I was quite convinced that my opportunity to lead should have been denied me because there were abler leaders in the field, but I thank my stars that the few gifts I had were recognized and that no great shadow fell across my path. Opportunity means a chance to get a few hard knocks. At least to face them. It makes one self-reliant. Opportunity to lead, means to be thrown out of the nest of comfort. It means a chance to make good in one's own right, and not to be pushed forward by virtue of birth or money. The pity of the situation is, that after it is all over, one longs to correct the mistakes he has made and find a greater opportunity for achievement.

To many of us, the awakening moment in our lives is directly traceable to the opportunity to serve as president, of some organization. So, though, I did not want to be president, there is a song in my heart which will ever chant the refrain, "I Thank You, I Thank You, I Thank You."

660 S. Vermont Ave.

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*The*  
**Dental Assistant**

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A Journal for Dental Assistants Devoted to Their Interests and Education

Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by magazine or its publishers.

JULY-AUGUST, 1939

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E D I T O R I A L   D E P A R T M E N T

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The following is taken from the "Handclasp", by our beloved friend and Honorary Member, Dr. Charles Nelson Johnson, who was called to his Eternal Rest, July, 1938. We will continue to publish some of these inspirational writings of his, in later issues, so that our readers may preserve them as a collection. (The Editor)

### THOUGHTS

If it is true that "thoughts are things" then we should be very careful to guard the kind of thinking we do. It is undeniable that a man's method of thinking largely establishes his character. It is not altogether the things he does but the things he thinks which shape his destiny, because a man's thoughts must sooner or later dominate his actions. And if a man is to act rightly he must think rightly. I sometimes believe that the power of secret thought is not fully appreciated by the average individual. Most people seem to imagine that it matters little what they think so long as they do not allow a bad thought to manifest itself in an open act. But this is a very great fallacy. A man can not long indulge in unworthy thoughts without sooner or later being thereby influenced in his actions, and even if he were able for an indefinite time to so control his acts that they failed to mirror his thoughts, there is an inevitable disintegration of moral and mental fiber following wrong thinking which saps a man's character and manifests itself in one way or another just as surely as a cause produces an effect.

In every man's inner consciousness then there should be established as strict a monitor as if the eyes of the entire world were upon him, and it should be considered as highly essential to think good thoughts as to do good deeds. It is positively dangerous to do otherwise. Not that it is possible to prevent wrong thoughts from entering the mind at times. I do not believe there was ever an ordinary individual who was by nature so pure minded that an evil thought did not occasionally enter his mind. They seem to pop in on us without the slightest provocation; it is often inconceivable whence they spring. They frequently take a very alluring guise, but if we are honest with ourselves we can not fail to recognize them for what they are, and the moment we recognize them we have a rigid duty to perform. If we can not prevent them from

entering the mind we can at least expel them the instant they gain entrance, and this we should do resolutely and always. The surest way to prevent the mind from dwelling on bad thoughts is to keep it as constantly as possible occupied with good thoughts, and this is the safest road to contentment and happiness.

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## BUT FEW REMAIN

The normal progress of civilization is slow. When there arises in the universe someone who forcibly tries to rush events to a premature climax, he cannot do so without stepping on the toes of others. This is true of all the frogs in all the ponds, big or small. We as a group, the American Dental Assistants Association, will make only a little ripple in the big pond of world affairs, but already we have progressed a long way toward the goal we have set in our own particular field. Ours has become a recognized profession by medical men and laymen alike. As yet to come, however, is that for which we strive—namely, adequate and universal education for those who wish to become members of our profession. Many are qualified, but few remain to become competent dental nurses. Why do you suppose the modern dentist feels that a change of assistants every year or two, or oftener, is one of the necessary evils in his office? Those of you who have been with one dentist more than five years, do you not notice a rapid change of personnel in your calling? There is but one answer. There are too few "proving grounds" where those unfit may choose another field of endeavor before it is too late.

Picture to yourselves the ideal set-up. A young lady, ambitious and eager to learn, graduates from high school with the proper requirements for entering her nearest dental college, where she plans to take a thorough course in dental nursing. Perhaps the idea of wearing a white uniform has appealed to her, or perhaps she has the real nursing heart. In either case she finds the course not at all easy. It is crowded with "ologies" and "isms" and her spirit wanes with each new failure in laboratory procedure. Maybe her money runs out about this time and nothing short of a job after hours will get her through the remaining terms. You are no doubt asking yourself "What is ideal about that?" It is just this—the girl with the courage to succeed will get through and she will get through with honors. She has been tried and tested and not found wanting. She will handle the patients with ease and efficiency, take care of office and laboratory duties expertly, leaving the dentist free to concentrate on chair operation. Her fingers are nimble and her mind already attuned to the business of learning the eccentricities peculiar to the office in which she will be employed. Of course the best of schooling cannot equip a young woman to step in where good old "Case-hardened Experience" has stepped out; however, the trained assistant will not find herself struggling through years of blunders, wasted time, and heartaches at the expense of both her employer and the patients he serves. Her years at school have wiped away nearly all those early difficulties, leaving her free to adapt herself and her routine to her new surroundings.

We sound like the proverbial "Pollyanna" in the foregoing paragraphs, but it is a dream that will develop into a reality in the not too distant future providing we all put our shoulder to the wheel and push! Do everything in your power to raise the standards of our profession. Let humanity know that you represent a progressive group, one that takes pride in serving the people faithfully and well. You are qualified—let us see you remain until your part of this great program has been completed.

THORA JORDAN, Contrib. Editor.  
320 Cobb Bldg., Seattle, Wash.

## A GREETING

*Given before the Annual Luncheon of the Ontario D. N. & A. Assn., by Marie Sillay Shaw, President of the A.D.A.A., June 6, 1939, Toronto, Ont., Canada.*

We are living in an age of insurance. I am sure each of you carry some kind of insurance,—life, accident, group, or perhaps all three,—and you purchase this insurance with money. There is a kind of insurance that you do not buy with money and which is more valuable than any of those mentioned. It is *friendship insurance!* You obtain this, however, by giving unselfishly of your time, patience, and personal interest in other people. The Ontario Dental Nurses' and Assistants' Association and the American Dental Assistants Association have been investing in *Friendship Insurance* for some years past, by sending delegates to the annual meetings of the respective groups. Thus each group has benefitted from an exchange of ideas, thereby enlarging their educational activities, making new friends, and enjoying a delightful association.

Personally, I am well pleased with the dividends this insurance has paid so far, and I want to urge you to keep up the payments. We hope that you will continue to send your delegates to our annual meetings, as we look forward with a great deal of pleasure to having them, and we feel that both groups are mutually benefitted. The A.D.A.A. is eager to continue in this friendship insurance, and as a token of their eagerness, I bring you the sincere greeting of each and every Dental Assistant in America, and give you their wish that this will be the happiest and most successful meeting you have ever had. After all,—

"Life is sweet because of the friends we make  
And the things which in common we share.  
We want to live on, not because of ourselves,  
But because of the people who care.  
It is in giving and doing for somebody else,  
On this all life's splendor depends,  
And the joy of this world when we sum it all up,  
Is found in the marking of friends."

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## JULIETTE A. SOUTHARD BIRTHDAY PARTY

DON'T FORGET the date, Monday, September 25, the Birthday of our Founder, Juliette A. Southard. DON'T FORGET the PURPOSE of the CELEBRATION. First—To honor our own Juliette for her untiring efforts, devotion and sacrifice through the years, in our behalf. Second—To create "A TRUST FUND to ACCRUE for the members of the American Dental Assistants Association," whereby, through education, we may advance toward the dream and goal of our founder, and of every loyal dental assistant, a TRAINED, PROFESSIONAL Woman. These ends can be accomplished only by concentrated effort. Let us do our best financially, have a bang-up time socially, and remember Juliette lovingly. So-o-o-o—DON'T FORGET to REMEMBER.

CLARA B. PHILLIPS, Chairman

Juliette A. Southard Birthday Party Committee.

## QUESTION BOX

By CLARA E. SMITH, 1011 Medical Arts Bldg., Nashville, Tenn.

*The Question Box will be grateful for questions or helpful suggestions. For the next issue, material should be sent in before August 8th. For the suggestions in this issue, we are indebted to Virginia A. Evans, Houston,*

Texas.

1

If practicable it is well to wash and sterilize the instruments before the patient's view, as they do not know that they were washed and sterilized before they were put away.

2

Use napkins or gauze to wipe instruments, and not the shoulder part of the patient's bib or towel. Give the patient a kleenex or something similar to remove lipstick before the Dentist begins to operate, to prevent its being smeared over her face. Before dismissing the patient, remove all particles of amalgam floating between the teeth.

3

Chewing gum while assisting is a pernicious habit, and certainly does not add to professional dignity.

4

A little nail white under the assistant's finger nails will prevent cement, plaster, mercury, and the many other dental supplies that she uses from getting under her nails and causing unsightly stains.

5

Helping the patient on with her wraps, helping her to gether up her things, umbrella, purse, scarf, or whatever she has, is a gracious way of speeding her departure.

6

Be careful always to keep the cuspidor immaculate, watching for bits of plaster, and blood stains under the edge of the curve, where they are so easily overlooked.

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## CONVENTION CALL

### Milwaukee Is Calling You

It is indeed a pleasure on behalf of the Local Arrangements Committee to extend a warm and sincere welcome to the members of the American Dental Assistants Association to Milwaukee, for the 15th Annual Convention, July 17th to 21, 1939. It is the hope and wish of our Local Arrangements Committee that every minute of your vacation and visit to Milwaukee will be pleasant and most profitable. We hope the plans we have arranged so willingly for you will please you, each and everyone, and that we may meet you, and renew our many acquaintances.

LORAINNE HAENNI,

Pres. Milwaukee County D. A. Assn., and

Chrm. Publicity, Local Arrangements Com.

152 Caswell Bldg., Milwaukee, Wis.

## TALKING IT OVER

*This department is under the supervision of EDNA M. JUSTICE  
631 Jenkins Bldg., Pittsburgh, Pa.*

Attending a meeting of a society other than one's own is always stimulating and inspirational. While attending the regular meeting of the Los Angeles Dental Assistants Assn., March 19th, I wished that all members could often attend meetings of societies other than their own, and I particularly wished that every A.D.A.A. member could share with me my evening in Los Angeles. It is expected that associations according to the talent, enthusiasm and experience of their members are strong or weak. It would be difficult to find a weakness in the Los Angeles D. A. Assn.; on the other hand its strength and progress is obvious, and to see the officers and committeemen proceed through an entire meeting so precisely correct in parliamentary procedure, was a great pleasure. Officers and committeemen of large societies must assume more responsibility than the same group of officers in a small association. To be able to control a meeting composed of 120 to 160 or more members, could be a difficult task; however in Los Angeles this apparently has never been a problem. Honorary Member Dr. Nye White Goodman pleaded with all officers at our St. Louis A.D.A.A. Convention to lend their experience, and to act as advisors after retiring from office, so that members new in organization work could be truly aided. Los Angeles has evidently heeded Dr. Goodman's advice. Even though the officer and committee personal was new, there was no sign of it. Without exception they had poise, and wore an expression of confidence.

A dental office skit by members was fun, and also educational. Mabel Lyon discussed uniforms—right and wrong, and behavior in a uniform, etc. Eight splendid clinics followed. The thought came to me "How can ambitious dental assistants stay away from meetings like this?" I am always trying to account for dental assistants that are not members of our association. Now that our societies are progressing so rapidly, more and more dental assistants will realize they cannot afford to miss membership, and therefore we are destined to grow and grow. Here on this night were 26 new members. I wish all A.D.A.A. Members could have seen the gleam in Past President Mabel Lyon's eyes when together they read the Dr. C. N. Johnson, "Dental Assistant Pledge." Mabel was at the other end of the table, and I could not hear her comment, but I could tell from her face that her words would have been "Aren't Dental Assistants wonderful?" I was told that Los Angeles rarely has a meeting without a contribution from Mabel in some way or another. She is called on again and again to advise. No one hesitates to ask Mabel because they know how profound her interest is, and that she loves to help dental assistants. Most societies large or small have—(perhaps not a Mabel)—but there are retired officers that have had invaluable experience, so let us remember Dr. Goodman's advice. We might say "Retired officers GIVE"—"New officers ASK," so that our organization will grow and progress.

AIRNA CHAMBERLIN,  
906 Bank of America Building  
San Diego, California

## "THIS AND THAT"

MARGARET C. SHARP, Peoples Trust Bldg., Jacksonville, Indiana

(Material for next issue must reach me by August 8th. Thanks.)

THE BATON ROUGE, LA. D.A.A. members entertained the New Orleans group at the home of their President, Mrs. Lynnie Newman. Mrs. Lena Devron, Fourth District Trustee, gave an interesting talk on the SOUTHWESTERN D.A. Congress held in Okla. City, April 24-28. Among the guests were Dr. and Mrs. Colin A. McHardy; (Dr. McHardy is the Advisor and an Honorary Member of the group); Dr. and Mrs. Walter Ratcliff, and Miss Kathleen Todd, a new member. . . . The Tenth Annual Meeting of the GEORGIA D.A.A. was held in Augusta. Our President, Marie S. Shaw was honor guest at the luncheon. Savannah won the Attendance Trophy for the third consecutive year; Lila Fowler of Albany was awarded the Clinic Trophy; Mabel Knight of Atlanta, the Cooperation Trophy; and Henrietta Hildebrandt of Augusta, received the Poster Trophy. . . . THE TENNESSEE STATE D.A.A. held its Tenth Annual Meeting in May, with Ethel Whitenton, A.D.A.A. First Vice-President, their guest of honor. Dr. G. R. Lundquist of Chicago spoke on "Why the Dental Assistant is a Necessity." Clinic lectures were presented by the members as follows; "Brushes and Brushing" by Helen Dixon, Knoxville; "How to Win People and Influence Patients" by Ruth Johnson, Nashville; "Chair Assistance" by Juanita Ball, Chattanooga; and another by Clara Taylor of Memphis. Competitive papers were also presented by the members as follows: "X-ray Technique" by Eula Grooms, Knoxville; "Encouragement" by Dorothy Usmiller, Chattanooga; "The Growth of a Dental Assistant" by Clara Smith, Nashville; and another was presented by Ola Lundy of Memphis. Dr. Claude Cannon of Fayette, Alabama "The Assistant's Part in Handling Amalgam." Clinics were held on Tuesday afternoon with the following members taking part; Gertrude Cross, Ola Lundy, Edna Mae Kelley, Helen Z. Carver, Dorothy Usmiller, Martha Miller, Frances H. Drumwright and Madaline Sharp. The annual banquet and dance were held Tuesday evening. . . . THE INDIANA STATE D.A.A. held their annual meeting at Indianapolis with a record attendance. An informal Buffet Supper at the Lincoln Hotel on Sunday evening started things off in a good, friendly spirit which prevailed throughout the meeting. Marie Hollingsworth did a splendid job of building an educational and interesting program. Clinics were presented Monday morning, lectures and competitive papers on Tuesday. Trophies and awards were presented during the Doctors' banquet on Tuesday evening. First place in Clinics was awarded Alene Collins of Warsaw; second place, Sarah Jane Mock of Indianapolis; and third, Virginia Smith of Terre Haute. In the Competitive Papers the new Dr. G. Layton Grier Trophy was awarded Ruth Griener of Fort Wayne as first prize, second place awarded to Alice Krick of Indianapolis, and third to Margaret Garrigus of Brazil. A delightful Breakfast honoring all Past Presidents was given with Leannah Rudd of Indianapolis as chairman. Small wooden gavels were given as favors, and each Past President received a silver bracelet with a tiny silver gavel engraved with "Past President" attached. The annual luncheon was held at the Lincoln Hotel. Mary Connolly, Tenth District Trustee, was present throughout the entire meeting. Marie Hollingsworth of Newcastle and Margaret C. Sharp of Jacksonville, were elected delegates to Milwaukee. . . . MAD RIVER VALLEY D.A.A. of Ohio presented the following clinics before the Dental Society: "Mouth Packs" by Carolyn Smith; "Gold Staining" by Marcia Ostot; "Child Diplomacy" by Betty McMahan. Mary Connolly, 10th District Trustee, was guest of honor at the dinner and later conducted a Round Table Discussion. A subscription Card Party was held in June and the proceeds used to send their first delegate to a National Convention. . . . THE STARK COUNTY D.A.A., which includes Canton, Massillon and

Alliance, Ohio, held an interesting meeting at the Alliance Country Club with Dr. A. B. Kitzmiller, Professor of Psychology at Mt. Union College, guest speaker. "How To Get Along With People" was his subject. Mr. F. R. Donaldson presented the Society with a gavel which he had carved out of a piece of rare wood. A later meeting was held at Massillon, when Dr. John Allensworth of Canton spoke on "Formation, Eruption and Care of Deciduous Teeth." Adelia Diegle will represent this Society in Milwaukee. . . . The Annual Group Clinics of the CINCINNATI D.A.A. were bigger and better than ever this year, gaining favorable recognition from many out of state visitors. Winners were Lucia Menke, Agnes Sweeney, and Genevieve Heile. The contest of the "Winnie Mae" and the "Spirit of St. Louis" are coming along nicely, proceeds being used for Delegates' Fund. Guest speakers at the May Meeting were Dr. J. Bernard Hutchinson of Louisville, Ky., and Margaret C. Sharp of Jacksonville, Indiana. . . . THE TIDEWATER D.A.A. of Norfolk, Va., realized a neat sum for their delegates fund, at their Bingo Party at the Sally Southern Room. Marie Snyder will represent this Society at Milwaukee. Instead of disbanding during the summer months, the meetings will be in the form of Beach Parties. The following clinics have been presented: "Fillings of All Types" by Dr. Davies; "Johnson and Johnson"; "Office Management"; "Reception Room" and "Helpful Hints". This society is also enjoying an increase in membership.

KANSAS CITY D.A. & HYGIENISTS SOCIETY is planning a full program for this coming year with their new President, Mae De Moss. A lovely garden party was given the lucky winners in the recent membership campaign by the losers, at the home of Jean Grant. The drive netted the Society a 100% gain in membership. Mary Lou Jackson, entertained with a "Get Acquainted" party in the form of a Waffle Supper. Later the guests enjoyed Bridge, Chinese Checkers, Table Tennis and a General "Gab-fest." Have you seen the cute little announcements these girls get out, giving news and information concerning their activities? Mighty clever! . . . Every member had a good time at the picnic at the home Zavala Hutchinson. . . . THE ST. LOUIS D.A.A. is busy at work with their new President, Mabel Thomas. At each monthly meeting, the birthday box is placed on the table at dinner, and those who have had birthdays during that month, deposit their pennies in the box, and if some of those girls are as old as the number of pennies they put in, they will soon be ready to adopt the Townsend plan . . . Aline Christie has said "I do." . . . THE TRI CITY D.A.A. includes girls from Rock Island, Ill., Moline, Ill., and Vavenport, Iowa. Mrs. Ivy Meier, Mrs. Marie McClure and Faye Chandler, members of this society, attended the Illinois State Convention. Plans were discussed to form an Illinois State Dental Assistants Association, with Katherine Carr of Chicago as Temporary Chairman. Further action will be taken in October. Members from Davenport will be required to affiliate with the Iowa State D.A.A. and those from Rock Island and Moline with the Illinois organization, however, all can retain membership in the local group and work together the same as before. Dr. Arline Beal, who has been Chief Executive in a hospital in India for a number of years, has returned to Davenport to practice and is soon to appear on the program of the Tri City D.A.A. July and August meetings will be in the form of picnics and classes will resume in the Fall. . . . NORTHWESTERN DISTRICT. D.A.'s from Iowa were invited to join the Sioux City Dental Society at a dinner meeting in the Vogue Room of Hotel West to hear Mr. James Robinson give a most interesting talk on "Dental Economics." Miss Bernice Carlson has taken unto herself a new position, a new boss and a new husband. She is now the wife of Dr. George Glann and after a Wisconsin honeymoon, they returned to Sioux City, where they will open a new office in the Trimble Bldg. Her fellow d.a.'s are happy that she will retain active membership in their local society. Dorothy Epstein has also said "the word" and is now the wife of Dr. A. M. Naftlain. They will reside in Fargo, N. D. Moving pictures on various phases of dentistry, presented

by Dr. Hasek and Dr. Glann will be the feature of the last business meeting of the Society. Social gatherings will be held during the summer months. . . . IOWA STATE D.A.A. celebrated their 21st annual convention in Des Moines. A 60% increase in membership was realized during the past year, under the capable leadership of Mrs. Bernice A. Griffin. The Constitution was revised to conform more closely to that of the A.D.A.A. For the first time, the assistants presented clinics on the same floor as the doctors. Miss Lillian Grimmer of Davenport was the winner of the Dr. Hankin Trophy for the best clinic. The exhibit booth attracted quite some attention and the poster awards went to Lillian Russett of Davenport, Mrs. Louise Lynum of Sioux City, and Mrs. Julia Harshbarger of Davenport. . . . THE MINNEAPOLIS DIST. SOCIETY OF D.H. & A.'s held its last meeting of this season at the Medical Arts Study Room. Five Gift Bonds were disposed of by subscription and the poster Trophy was awarded Helen Carlson. There will be no meetings during July and August. . . . THE ST. PAUL AND MINNEAPOLIS girls met at Jerry's for a dinner honoring those girls giving clinics at the State Convention. . . . LINCOLN, NEBRASKA D.A.A. added to their delegate fund with a Buffet Supper at the home of Mildred Stevenson. The following clinics were given at a recent meeting: "Through the Patients' Eyes" by Charlotte Armstead; "Pouring Models" by Marie Lebsack; "Bite-Wings" by Esther Becker; "Laboratory Hints" by Anna Wurm. Several members attended the State Convention at Omaha.

THE DIST. OF COLUMBIA D.A. SOCIETY announces the winners of the clinic trophies awarded at the Five-State Post-Graduate Clinic. First place, a silver Trophy, went to Retta Amatucci of Philadelphia for "Helpful Hints"; second place, a silver Trophy, went to Cary Mercereau of the Dist. of Columbia presenting "Sterilization and Sterile Dressings"; third place, a Trophy, went to a group from the District of Columbia for their skit entitled "Doctor, Is This Your Assistant"? Those taking part were Margaret Hummer, Dorothy Monaghan, Elizabeth Kirk, Murl Skelton, and Beatrice Butler. Gifts were presented those traveling the longest distance to the meeting as follows: Harriet Buchenhorst of Philadelphia, Mary Mills and Virginia Joy of Wilmington, Del., Frances Bass of Richmond, Va., and Mabel Neal and Caroline O'Keefe of Norfolk. Mrs. Eva Carrico was hostess to Marie S. Shaw, A.D.A.A. President, and Lucile Hodge, General Secretary when they were en route to Boston. The Annual Moonlight Cruise down the Potomac River was a very successful affair as was the formal dance at the Hay Adams House, a few weeks earlier. . . . THE PHILADELPHIA ASSOC. OF DENTAL NURSES were mighty proud of Retta Amatucci representing them at Washington, D. C. and winning first place in the clinics. The members of this group were recently dinner guests of Mrs. H. Buchenhorst. Following a delicious dinner, the members gave a "Surprise Kitchen Shower" in honor of Harriet, who will say "I do" in October. The annual meetings of this Association was held at the Penn A. C. with Marie Davis, chairman of arrangements. . . . LEHIGH VALLEY D.A.A.'s President, Florence Seifert, will represent that society at Milwaukee. . . . THE BETHLEHEM D.A.'s presented a delightful skit showing the correct and incorrect appearances and attitudes of a dental assistant.

RHODE ISLAND D.A.'s were delighted to have as honor guests, Marie S. Shaw and Lucile S. Hodge at a special dinner meeting held at the Hotel Biltmore. An "Old Gold Night" was held recently and proved a great success. Thirty-two members attended the semi-annual banquet held at the Hotel Vikings in Newport. Dr. J. Moody, guest speaker, gave a very interesting talk on "Prison Reform." . . . The annual outing of the WORCESTER DIST. D.A.A. of Mass. was held at Dean Park in Shrewsbury. Swimming, games and a picnic supper made up the program. The Bowling League banquet was held at the Davis Turkey Farm in South Sudbury. Boutonnieres for each girl and prizes to high single and high average for the season were presented. Each

member of the society is responsible for a Card Party at her home to raise money for Convention Fund. . . . MASSACHUSETTS STATE D.A.A. held the sixth annual meeting at Hotel Statler in Boston. Six district societies were represented on the program of twelve clinics and dental health posters. Dr. Charles L. Farrell of Pawtucket, R. I. was the guest speaker at the annual tea, which was attended by one hundred and sixty dental assistants and guests. Members present especially enjoyed having our A.D.A.A. President, Marie S. Shaw and Lucile Hodge, General Secretary, as their guests during the meeting. Doris Rockwell was awarded first prize in the clinic demonstrations with Mary H. McCord winning second place; for the best hobby exhibited, Esther Highland won first prize, and Helen Richburg second; for the best poster, Edna Parker won first and Gertrude Moody second. Four hundred three d.a.'s and guests registered at the meeting. . . . THE NEW JERSEY D.A.A. held their Eighth Annual Meeting at the Ambassador Hotel in Atlantic City. Doris Crommelin, Chairman of Clinics arranged a different clinic program this year, entitled "The Office of Today," depicting the many duties of the assistant with a "Reception Room," "Business Office," "General Room," "X-ray and Dark Room," "Surgery" and "Laboratory." A lovely luncheon was the social highlight of the meeting. . . . THE SOUTHERN D.A.A., N. J., held their annual dinner at the Walt Whitman Hotel. Edith Worth, State President, was presented with an A.D.A.A. pin and gavel. At the State Meeting, Johanna Heckmann won the cup for her paper "Trifles Make For Perfection." Members of this association will meet with those of ATLANTIC COUNTY D.A.A. and attend a clinic on "Anaesthetic" by Dr. John Bruno at Philadelphia. The Southern D.A.'s were honored to have Dr. J. Iredell Wyckoff, President of the Southern Dental Society as speaker, showing movies of his recent trip to the West Coast. . . . MONMOUTH COUNTY D.A.A., N. J. celebrated their eleventh birthday at the Windsor Hotel in Asbury Park. Special invitations were extended Robina McMurdo, of New York City. Helen H. Fitting of Philadelphia and Sarah Hood Gallien of East Orange, N. J. At a recent meeting Dr. S. S. Ellenson of Asbury Park spoke on "Child Psychology," giving many valuable and interesting ideas for handling children. A surprise Shower was given for President, Margaret Taylor, who recently became Mrs. John Bahrs. . . . THE BERGEN COUNTY D.A.A., N. J., held their meeting at the office of Dr. L. R. Schilling of Oradell, when they elected new officers. Speaker for the evening was Miss Hazel Rebain, her subject, "Beauty Culture." The annual June Party was held at the home of Dr. W. Schilke of Englewood.

SACRAMENTO D.A.'s, CALIF., have closed their business year but are still planning good times for the summer months. Lee Holmes, Chairman of the Ways and Means Committee, will have a summer party at her country home. The September meeting will be their Juliette A. Southard Birthday Party at the home of Secretary Elsie Fryer. Everyone is wishing a fast recovery to Josephine Marchi from her unfortunate auto accident and to Doris Greenfield and Florence Kelly, who are recuperating from major operations. Several members attended the San Joaquin Delegate Party in Stockton. . . . THE SAN JOAQUIN, CALIF. D.A.'s held a dinner meeting, the speaker being a representative of the Chandler Book-keeping System. He gave some very interesting facts about collections. Dorothy Blair will represent this group in Milwaukee. The June meeting was an Italian Dinner, served in the patio at the home of President, Henrietta Turner, after which Mr. Charles of the Charles Travel Agency, presented some moving pictures on Mexico. Accompanying him was Mr. Jimmy Duggan, who lives in Mexico and who gave such an interesting description of the country and peoples, that it created quite some enthusiasm in those attending to visit that country. Helen Fay of Modesto is a new member of the Society. . . . From the "Exposition City" comes the news of a busy season for these SAN FRANCISCO D.A.'s with a Mother's Day Tea, A Telephone Bridge, Doctors'

Night, Delegates' Farewell Party and a Rummage Sale. Dr. Margaret Sisson appeared on a recent program with a helpful discussion of "Feminine Hygiene." Alice Eckert and Eulalia Beebe were chosen as delegates to Milwaukee. Farmerette "Tillie" Tillman has issued invitations for the "Ole Time Barn Dance" at the Millbrae Golf and Country Club, on "Sattiday Nite." The old red barn has been strewn with new mown hay and everyone is all set for a grrrrrrrrrand time. Rose Guillon is chairman of the Golden Gate Dental Congress for the Assistants, which is scheduled for September. All Associations in California will take part in the activities and clinical demonstrations. . . . LOS ANGELES D.A.A. is eagerly awaiting its annual outdoor party and the committee is so secretive about their plans, that the members are positively frenzied with curiosity. Gwen Huber, Chairman of the Philanthropic Fund, is working hard to get a nice sum in their Seeing Eye Dog Fund. Celia Oster, Chairman of Ways and Means, is marching down that famous aisle in September. . . . Among the echoes we hear about the Southwest Dental Assistants Congress held in Oklahoma City, April 24-28, is that some 165 assistants registered, 33 of these from Kansas, and that Oklahoma and Texas organized State D.A.Assns. The Congress was self supporting, about \$500.00 having been raised to defray expenses. Ask our Nelle Mitchell, President of the Congress, to tell you how it was done. Anyway, there was a balance left, and this was turned over to the treasury of the Oklahoma Association, who had acted as hostess organization, so you see "where there is a will, there is a way," and Kansas can show us the way, so just ask those "gals" how they do it. . . . From Miami "where summer spends the winter," we hear that the Miami Dist. D.N.Assn., is vacationing for the summer. Their June 5th meeting was preceded by a dinner, as a surprise to the President, Dorothy Currie. The A.D.A.A. colors were carried out in the floral centerpiece, and the members told Dorothy of their love and appreciation, in a lovely corsage of orchids. At the meetings a "surprise" package is disposed of, the gift of a member, and the proceeds placed in the Delegate Fund, the June package was captured by Mrs. Margaret Davis, guest of Elizabeth Mersereau Grace Robinson, Delegate to Milwaukee, will present a clinic, and Virginia Schenck, alternate, will give a paper. Jane Griffith, Secretary, is in Jackson Memorial Hospital recuperating from a major operation and doing nicely. Atta girl! Jane!!!, but don't do that again.

#### GOOD TO REMEMBER

"Trade is occupation for livelihood;

Profession is occupation for service of  
the world.

Trade is occupation for joy of the result;

Profession is occupation for joy in the  
process.

Trade is occupation where anybody may  
enter;

Profession is occupation where only  
those who are prepared may enter.

Trade is occupation taken up temporarily  
until something better offers;

Profession is occupation with which one  
is identified for life.

Trade makes one the rival of any other  
trader;

Profession makes one the cooperator  
with all his colleagues.

Trade knows only the ethics of success;

Profession is bound by lasting ties of  
sacred honor."

(*Pres. Faunce of Brown University,  
before R. I. Med. Soc., July, 1906.*)

## **SECRETARY'S CORNER**

By LUCILE S. HODGE, Gen. Sec'y, 401 Medical Arts Bldg., Knoxville, Tenn.

**PRESIDENTS AND SECRETARIES:** Just before the convention you received copies of the 1939 Official Program—these are for the files of your society, so be sure they are placed there for safe keeping—this will be very valuable to your society the next year, serving as a directory.

**NOTE:** I'm not listing the changes in the officers of the constituent societies this month as you will find all these changes in the Official Program Directory.

For the benefit of the new secretaries I might say again that when ordering the Dental Assistant Pin, if you will please send the order through this office, it will simplify matters for all concerned and you will receive your pin more promptly. When an order is sent direct to Spies Brothers, they have to refer it to this office for verification and then it must be mailed back to Spies Brothers, which as you know takes a great deal of time.

**MEMBERS:** Recently R. H. Macy & Company in New York discontinued the Official Dental Assistant cap, but you may order it from either, Davison-Paxon Co., Atlanta, Georgia, or Halle Brothers, Cleveland, Ohio. Ask for the Nurse's Cap Model No. 155.

We are happy at this time to announce the addition of three new societies, as follows:

### **ST. JOSEPH DENTAL ASSISTANTS ASSN. (Missouri)**

President, Lucille Miller, 416 Kirkpatrick Bldg.; President Elect, Helen Shanks; Secretary and Treasurer, Evelyn Knight, 231 Kirkpatrick Bldg.; Trustees, Dorothy Cronkite, Sophia Ratcliff, Emma Wilmes, and Rose Haverkamp; Parliamentarian and Librarian, Lucia McDonald.

### **SOUTH CAROLINA DENTAL ASSISTANTS ASSN.**

President, Carlotta Lee Knobeloch, 134 Wentworth St., Charleston; Vice-president, Nina C. Pittman; Secretary-Treasurer, Marie Buie Smith, 704-5 Florence Trust Co. Bldg., Florence, S. C.

### **COLUMBIA DENTAL ASSISTANTS SOCIETY (South Carolina)**

President, Sarah Cook Monts, 1508 Washington St.; Vice-president, Grace M. Monts; Secretary-Treasurer, Dorothy Martin, 201 Medical Arts Bldg.

We are also happy to have the following new independent members in our Association:

Mary Lacy, associated with Dr. Lewis E. Hay, 106 E. 19th St., Cheyenne, Wyoming; Elva Kiefner, associated with Dr. W. L. Hunter, 210 Power Block, Helena, Montana. Virginia Carpenter, associated with Dr. Fayette C. Williams, Jr., Williams Bldg. Corinth, Miss.

## CALENDAR OF MEETINGS

By ELIZABETH HAHN FLEISCHER, 4220 Yorkshire Road, Detroit, Mich.  
 (All data for the September-October issue, must reach me by August 8th.  
 NO LATER, please.)

### CALIFORNIA

#### Los Angeles D.A.A.

For July, no meeting. For August, a social function.—Elda Nicholson, 504 Security Bldg., Glendale.

Pres., 404 Davidson Bldg., Sioux City.

### IOWA

#### Northwestern Dist. D.A.A.

Meeting, July—Picnic. See bulletin board in Club Rooms at 421 Frances Bldg., Sioux City, for date, time and place.

Meeting, picnic August 21st, see bulletin board in Club Rooms for time and place. DISTRICT MEETING will be held in September. Watch for date, etc., in Seventh District Family Letter.—Mary O'Donnell,

### FLORIDA

#### Miami Dist. D.N.Assn.

No meetings during the summer, but will resume in October. We send our best wishes for a very happy summer to all our co-members in the A.D.A.—Dorothy Currie, Hollywood.

### OHIO

#### Stark Co. D.A.A.

For July, no meeting—For August, a picnic. Time and place to be announced later. Vivian Mills, 105 Wertz, N.W., Canton.

Since we have so few notices, all our members must be on vacations, and we hope they are all having a very happy time. We are anticipating a notice from EVERY society in the A.D.A.A. for our September-October issue, so do not disappoint us, program chairmen.

E. H. F.

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